

Employing Personal Assistants Checklist



hello

This checklist will help you with the main stages of employing a personal assistant (PA). Your Direct Payment Support Worker will discuss and help you through all of these stages.



Do you have a care and support plan that shows how a personal assistant(PA) will help you?



Do you know who you want to employ?



Do you need to find a PA?



If you need to find one you can use our database.

Or you may want to advertise for one.



If you would like use the database ask your Direct Payment Support Worker or contact us on: 03000 413 600.



When you write the job description.

This should match your assessed needs in your care and support plan.



Write the advert.



Would you like the person to fill in an application form, or send in a CV?



We have form templates you can use - ask your Direct Payment Support Worker.



List the qualifications and skills the applicant should have.

This will help you make a shortlist.



Plan the interview.



Think about the questions you would like to ask.



Invite the right people to the interview.



If you want to use a Self Employed PA please contact us for information.



Once you have found a PA.



Ask for references for the PA you want to employ.

A template form is available from your Direct Payment Support Worker.



You must check that the person is able to work in the UK.

You can find more here:
www.gov.uk/check-job-applicant-right-to-work



Disclosure and Barring Service (DBS) check.

Contact us for more information and ask that a check is done.



Check you have set up how they will be paid and national insurance.



Check you are paying the hourly National Living Wage.

Check with the employment law helpline (from your insurance company) if you pay a flat rate night rate.





Does your PA have training needs?



Write a contract of employment.

Ask your Direct Payment Support Worker for a template.



Make sure your PA knows their holiday entitlement.



Provide a privacy policy to make sure you are General Data Protection Regulation (GDPR) compliant. Your Direct Payment Support Worker can provide a copy of our template and more information.



If the PA wants to use their own car they will need to have business car insurance cover.

Tell the company who give you buildings and contents insurance that you are employing a PA.



If you plan to take on a new PA, please contact the Direct Payment Support Team or your Direct Payment Support Worker.



For more information please contact the Direct Payments Team on 03000 413 600 or email: direct.payments@kent.gov.uk